



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

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BWSP OPERATIONS MEMO

No.: 00-55

File: 1601

Date: 08/01/2000

Non W-2 ☐ W-2 ☒ CC ☐

PRIORITY: High

SUBJECT: **WAA & WtW CARES TRAINING COURSES**

CROSS REFERENCE: BWSP Operations Memo 00-33
WtW Program Letter 00-05

EFFECTIVE DATE: Not Applicable

PURPOSE

The purpose of this memo is to inform all WAA and WtW program staff about upcoming training sessions on the modifications to the CARES system for the WAA and WtW programs. CARES has been modified to incorporate the WAA program and to include new eligibility and program information for the WtW program. These modifications will be complete and available for staff use after August 28, 2000.

WAA/WTW TRAINING AVAILABLE

The DES Training Section will offer three levels of CARES training to WAA and WtW staff. New staff should take all three classes, while experienced staff may need only the third class. The first class is *Introduction to CARES*, which can be taken through Computer Based Training. This class will be available in late July, and takes 5-6 hours to complete. This class is targeted at staff with little or no experience with CARES. An announcement for this training will be sent out when it becomes available.

The second class available to staff is *CARES Work Program Subsystem: WAA/WtW/CF*. This class is targeted at WtW, WAA and CF staff who need a review or base knowledge of the Work Program (WP) subsystem in CARES. The official course announcement and registration information for this course are attached. Please complete and return it as indicated. Nine

sessions of this course have been scheduled around the state. Each session will be held at the Regional Training Center for the area listed. The sessions are:

Madison	August 14, 2000
Oshkosh	August 15, 2000
Mosinee	August 15, 2000
Milwaukee	August 16, 2000
	August 17, 2000
	September 6, 2000

Waukesha	August 16, 2000
Eau Claire	August 29, 2000
Superior	August 31, 2000

The third level of CARES training for WAA and WtW staff includes two half-day courses: *WAA Policy and Client Registration*, and *New WtW Policy and Client Registration*. Both sessions will be held in one day. Staff who work on both the WtW and WAA programs should attend both sessions; all other staff may choose which session to attend. We recommend that all WAA case manager staff attend the WAA session, and that all WtW case manager staff attend the WtW session. This session requires some knowledge of the WP subsystem in CARES. The announcement for this class will be sent out in late July. The classes are scheduled for:

Oshkosh	September 14, 2000
Eau Claire	September 19, 2000
Milwaukee	September 15, 2000
	September 18, 2000
	September 19, 2000

Waukesha	September 20, 2000
Madison	September 22, 2000
Superior	September 25, 2000
Mosinee	September 28, 2000

MANUAL ELIGIBILITY DETERMINATION AND PARTICIPANT TRACKING

Until the CARES system modifications are completed, WAA and WtW staff are to complete paper eligibility/application forms and are to manually track program information such as assessment, employability plans, services provided and program completion. Enter all manually tracked information in CARES when the system changes are available.

WTW

The eligibility changes for the WtW Program were effective July 1 for formula grantees. Participants determined eligible on or after July 1 should not be registered in CARES until the system changes have been completed. For participants determined eligible prior to July 1, continue using CARES for case management purposes. All applicants (after July 1) should be enrolled using the new Eligibility Determination Form (EDF) and EDF Program Guide (Instructions), which can be downloaded from the WtW web site: www.dwd.state.wi.us/wtw, on the "Useful Tools" page. Note: DWD may update these documents once the final federal regulations are published.

WAA

WAA program staff should continue to use DES 12138, Workforce Attachment and Advancement Application, to determine WAA participant eligibility. This application, with accompanying instructions, is available on the WAA web site (www.dwd.state.wi.us/dwewaa) and the DES Forms Repository site: <http://workweb.dwd.state.wi.us/Notespub/bwiforms/default.htm>. This last site requires a DWD Partner ID and password.

Staff will enter information from participant applications and participant service plans into CARES once the modifications are completed.

ATTACHMENTS

Training Announcements